Edmonds Community College

CIS 234 – Spring 2014

TA6 – User Manual

Last Update: 7/30/2014 3:10:39 PM

Prepared by the Squirtle Squad
Keith Neece
Nathan Crespo
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Richard Tran
Bill Seling

MEMO

To: Patrick Jay – Vice President & Manager
From: Squirtle Squad
Date: May 24, 2014
Subject: Prototype Demo

Attached herein is the User Manual that the Squirtle Squad has prepared for the Bank of Xanadu and its new Contract Management and Invoicing System. This document includes a system overview, followed by a step-by-step for the procedures used by the Bank of Xanadu Programmer Contract Management System.

At this time, we at the Squirtle Squad would like to request a review meeting on Saturday June 14, 2014 with all primary users and the development team. This meeting will provide a hands-on walkthrough of the User Manual. At this time, we will also gladly answer any and all questions that may be presented at the time.

Sincerely,

Squirtle Squad

Bill Seling
Nathan Crespo
Carrie Miller
Keith Neece
Richard Tran

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Bank of Xanadu

User Manual for Contract Payables System BoX PCMS 2.4

June 14, 2014

Last Update: 7/30/2014 3:10:39 PM

Prepared by the Squirtle Squad
Keith Neece
Nathan Crespo
Carrie Miller
Richard Tran
Bill Seling

Table of Contents

Introduction

This user manual will guide you through the BoX PCMS 2.4 version of the automated Contract Payables System using visuals and detailed descriptions of the forms and related processes. The following sections are contained within this document:

- **System overview** – This section contains a brief description of the system and how it will be used.
- **Navigation** – This section shows how to navigate through the system.
- **Data entry screens & step-by-step procedures** – This section contains a description of each form's purpose how it is used.
- **Reports** – Describes the available reports and how to run each report.
- **Where to go for more help** – Use this section if you require technical support.

System Overview

The BoX PCMS 2.4 automated Contract Payables System replaces the Bank of Xanadu's Excel-based invoice processing solution. The new system programmatically evaluates contract dates, verifies hourly rates on invoices against their contracts, and ensures the invoice amount does not exceed the fee maximum stated on the monthly contract. Additionally, it helps automate notification of monthly reports.

Navigation

The BoX PCMS 2.4 automated Contract Payables System makes use of several layers of security to ensure your data is protected. First, it relies upon the user successfully logging onto a Bank computer on the Bank's local area network; second, the authenticated user must be authorized for access to the network folder where the BoX PCMS 2.4 automated Contract Payables System is located; third, a user must log in to the application with a valid user name and password combination; finally, every login has only the permissions required to perform their job function.

1. Log on to Bank computer
2. Navigate to folder with Contract Payables System (alternatively, a desktop shortcut to the application can be created)
3. Double-click the application (or shortcut) to start
4. A splash screen displays for about four seconds
5. A login form displays
6. Using a valid user name and password combination, press <**Enter**> on the keyboard or click **Submit**
7. A main menu form displays, showing available options for your login

Splash Screen

The splash screen (**1**) displays when you start the application. The splash screen tells you the application is initializing and lists the names of the development team.

The splash screen displays for approximately four seconds before transitioning to the login menu. Wait for the Log In form to display before performing any other keyboard or mouse activities.

Log-In Form

Select your user name from the **User Name** drop-down (**2**) and type a valid **Password** for the application.

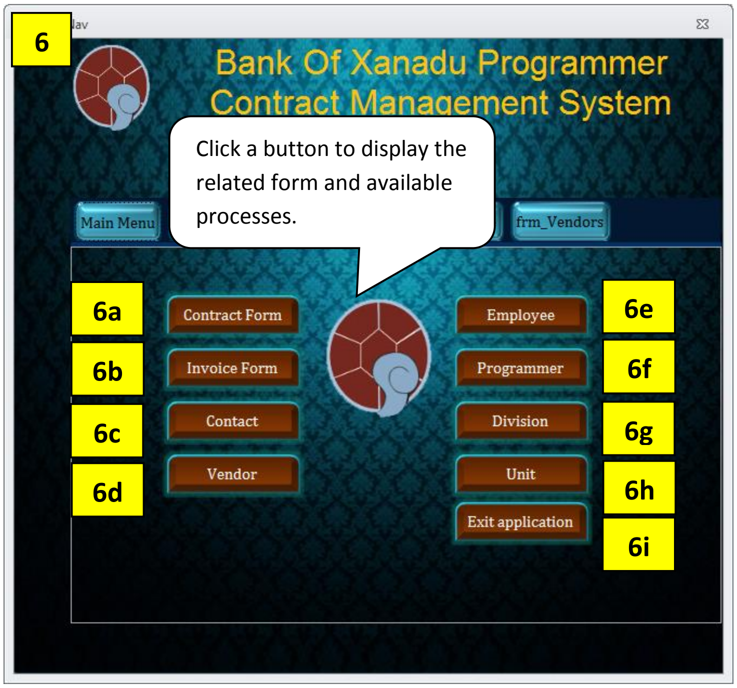
Click **Submit** (**4**), or press <**Enter**> on the keyboard. The User Name and Password are submitted for validation. If you wish to stop the login process and close the application, click **Close**. The application ends.

If you forget your password, contact your local administrator for assistance.

When a valid user name and password combination has been entered, a Welcome pop-up (**5**) displays in the center of the display.

Click **OK** and the Main Menu form (**6**) displays.

Main Menu Form



The Main Menu form (**6**) allows authenticated users to perform a variety of functions related to invoice processing.

For example, to search for employee, click **Employee** (**6e**) and enter the text string to search on in the Search field.

All navigation for the application begins at the Main Menu. When a related form is closed, you are returned to the Main Menu. Click **Exit application** (**6i**) to close the application.

6a. **Contract Form** – Click **Contract Form** to display existing contracts and perform operations related to contracts, including searching existing records. Create, read, update, and delete contracts from this form. Open related forms (Vendors, Units, etc.) from this form.

6b. **Invoice Form** – Click **Invoice Form** to display existing invoices and perform operations related to invoices, including searching existing records. Create, read, update, and delete invoices from this form. Open related forms (Vendors, Employees, etc.) from this form.

6c. **Contact** – Click **Contact** to display existing contacts and perform operations related to contacts, including searching existing records. Create, read, update, and delete contacts from this form.

6d. **Vendor** – Click **Vendor** to display existing vendors and perform operations related to vendors, including searching existing records. Create, read, update, and delete vendors from this form.

6e. **Employee** – Click **Employee** to display existing employees and perform operations related to employees, including searching existing records. Create, read, update, and delete employees from this form.

6f. **Programmer** – Click **Programmer** to display existing programmers and perform operations related to programmers, including searching existing records. Create, read, update, and delete programmers from this form.

6g. **Division** – Click **Division** to display existing divisions and perform operations related to divisions, including searching existing records. Create, read, update, and delete divisions from this form.

6h. **Unit** – Click **Unit** to display existing units and perform operations related to units, including searching existing records. Create, read, update, and delete units from this form.

6i. **Exit application** – Click **Exit application** to quit the application.

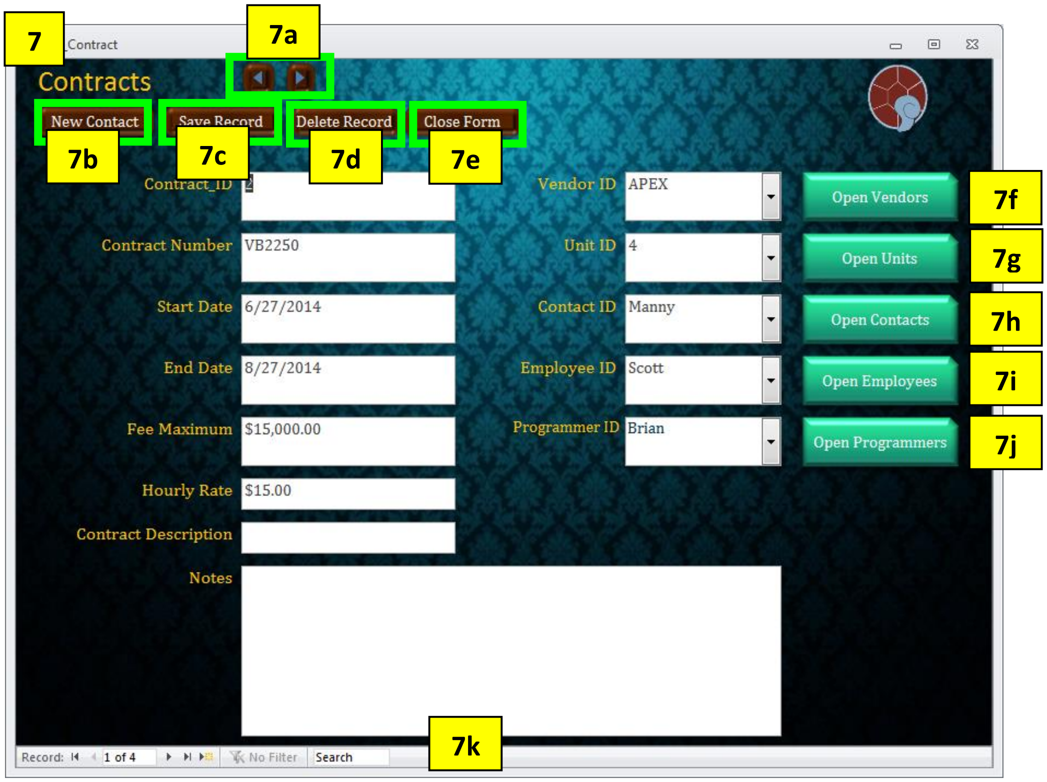
6i. **Reports** – Click **Reports** to display the available reports.

Data entry screens & step-by-step procedures

The following section describes each of the Main Menu's available functions in detail.

Contract Form

From the Main Menu, click **Contract Form** (**6a**). The Contracts form displays (**7**). View, create, update, and delete contracts using the various controls.



Viewing Records

Scroll through existing records by clicking the forward or back buttons (**7a**).

Create New Contract

Click **New Contract** (**7b**) to display an empty form for creating a new contract. Complete all required fields, and then click **Save Record** (**7c**).

If the required Vendor (**7f**), Unit (**7g**), Contact (**7h**), Employee (**7i**), or Programmer (**7j**) does not appear in the drop-down list, click the button to the right of the field to display the form for that field.

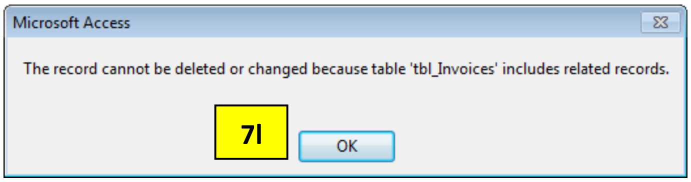
Type any notes about the contract into the **Notes** (**7k**) area. If you need to leave the contract record for some reason, click **Save Record** (**7c**). You may return to the form and continue completing the contract record at a later time. Click **Close Form** (**7e**).

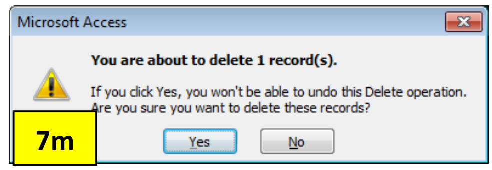
Update Existing Contract

Locate the contract you wish to update by using the forward or back buttons (**7a**) or use Search (**7k**). Update the contract as needed, and then click **Save Record**.

Delete Existing Contract

Only contracts without existing invoices can be deleted. If you attempt to delete a contract with existing invoices, a message displays (**7l**). (Click **OK** to close message box.)

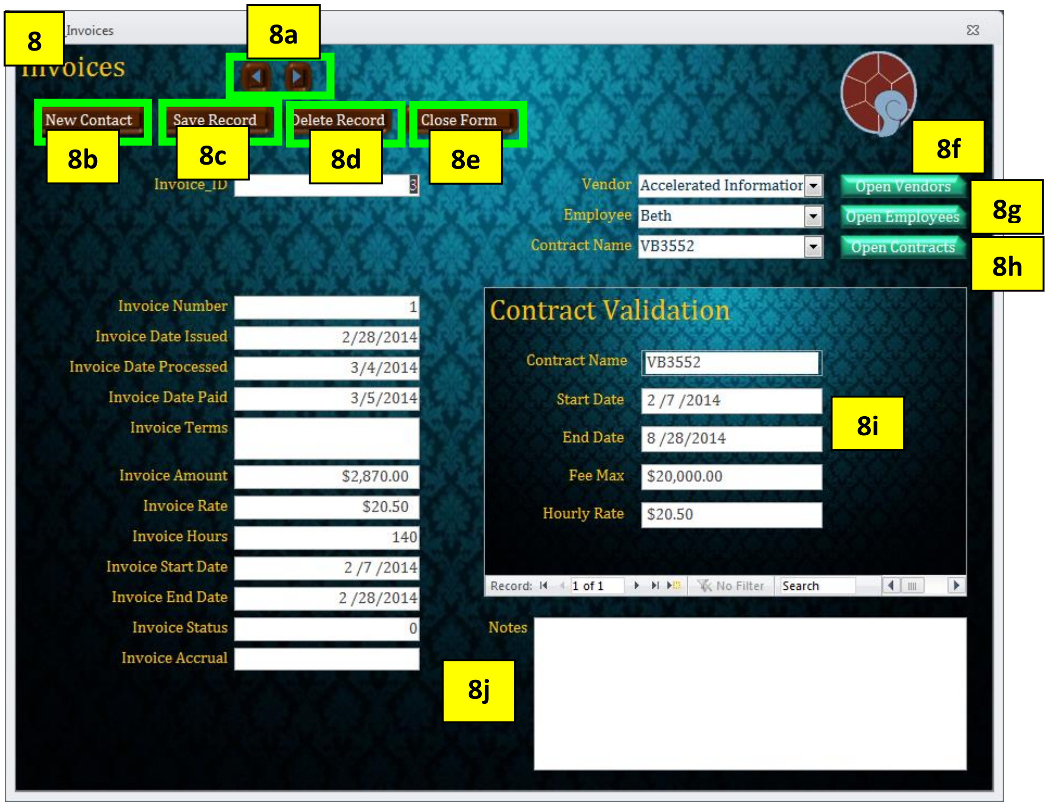




Locate the contract you wish to delete by using the forward or back buttons (**7a**) or use Search (**7k**). Click **Delete Record** (**7d**). A message box (**7m**) asks you to confirm your action. Click **Yes** to delete the record, click **No** to cancel the operation.

Invoice Form

From the Main Menu, click **Invoice Form** (**6b**). The Invoice form displays (**8**). View, create, update, and delete invoices using the various controls.



Viewing Records

Scroll through existing records by clicking the forward or back buttons (**8a**).

Create New Invoice

Click **New Invoice** (**8b**) to display an empty form for a new invoice. Complete all required fields, and then click **Save Record** (**8c**).

If the required Vendor (**8f**), Employee (**8g**), or Contract (**8h**) does not appear in the drop-down lists, click the button to the right of the field to display the form for that field.

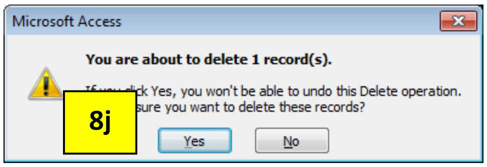
Type any notes about the invoice into the **Notes** (**8j**) area. If you need to leave the invoice record for some reason, click **Save Record** (**8c**). You may return to the form and continue completing the invoice record at a later time. Click **Close Form** (**8e**).

Update Existing Invoice

Locate the invoice you wish to update by using the forward or back buttons (**8a**) or use Search (**8x**). Update the invoice as needed, and then click **Save Record** (**8c**).

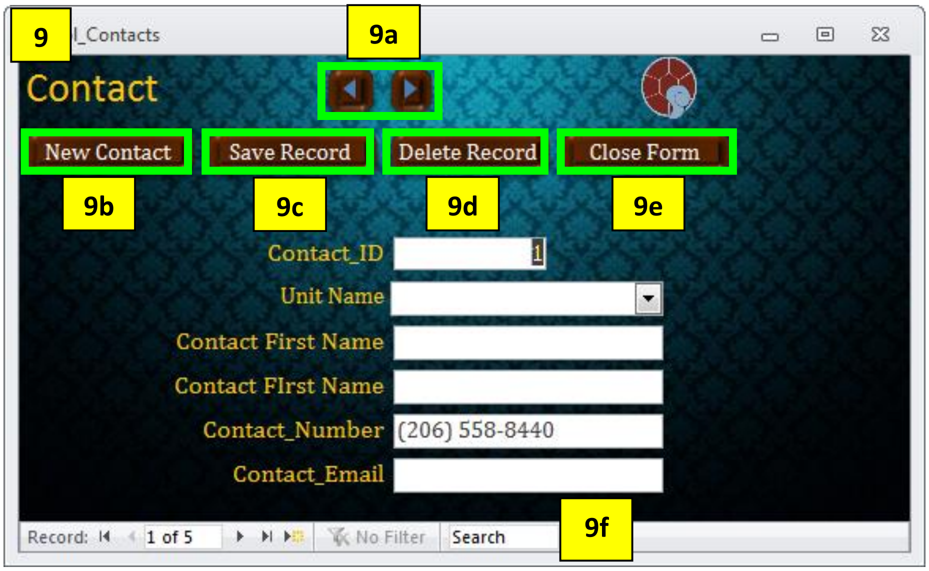
Delete Existing Invoice

Locate the invoice you wish to delete by using the forward or back buttons (**8a**) or use Search (**8x**). Click **Delete Record** (**8d**). A message box (**8j**) asks you to confirm your action. Click **Yes** to delete the record, click **No** to cancel the operation.



Contact Form

From the Main Menu, click **Contact** (**6c**). The Contact form displays (**9**). View, create, update, and delete contacts using the various controls.



Viewing Records

Scroll through existing records by clicking the forward or back buttons (**9a**).

Create Contact

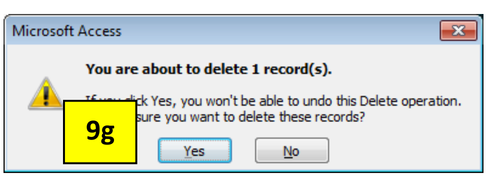
Click **New Contact** (**9b**) to display an empty form for a new contact. Complete all required fields, and then click **Save Record** (**9c**).

Update Existing Contact

Locate the contact you wish to update by using the forward or back buttons (**9a**) or use Search (**9f**). Update the contact as needed, and then click **Save Record** (**9c**).

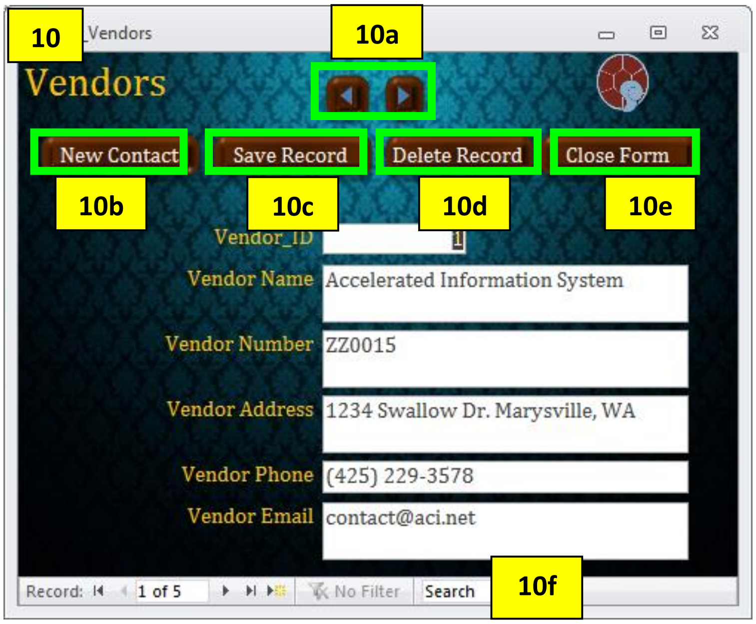
Delete Existing Contact

Locate the contact you wish to delete by using the forward or back buttons (**9a**) or use Search (**9f**). Click **Delete Record** (**9d**). A message box (**9g**) asks you to confirm your action. Click **Yes** to delete the record, click **No** to cancel the operation.



Vendor Form

From the Main Menu, click **Vendor** (**6d**). The Vendors form displays (**10**). View, create, update, and delete vendors using the various controls.



Viewing Records

Scroll through existing records by clicking the forward or back buttons (**10a**).

Create Vendor

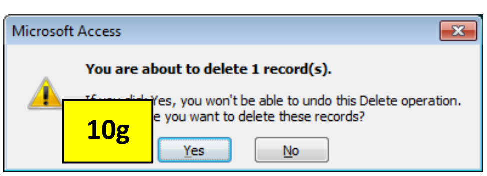
Click **New Vendor** (**10b**) to display an empty form for a new vendor. Complete all required fields, and then click **Save Record** (**10c**).

Update Existing Vendor

Locate the contact you wish to update by using the forward or back buttons (**10a**) or use Search (**10f**). Update the vendor as needed, and then click **Save Record** (**10c**).

Delete Existing Vendor

Locate the vendor you wish to delete by using the forward or back buttons (**10a**) or use Search (**10f**). Click **Delete Record** (**10d**). A message box (**10g**) asks you to confirm your action. Click **Yes** to delete the record, click **No** to cancel the operation.



Employee Form

From the Main Menu, click **Employee** (**6e**). The Employee form displays (**11**). View, create, update, and delete employees using the various controls.

Viewing Records

Scroll through existing records by clicking the forward or back buttons (**11a**).

Create Employee

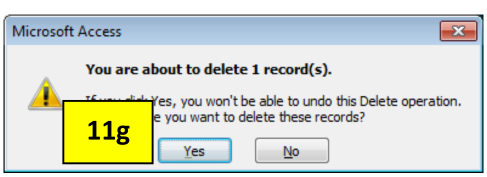
Click **New Employee** (**11b**) to display an empty form for a new employee. Complete all required fields, and then click **Save Record** (**11c**).

Update Existing Employee

Locate the employee you wish to update by using the forward or back buttons (**11a**) or use Search (**11f**). Update the employee as needed, and then click **Save Record** (**11c**).

Delete Existing Employee

Locate the employee you wish to delete by using the forward or back buttons (**11a**) or use Search (**11f**). Click **Delete Record** (**11d**). A message box (**11g**) asks you to confirm your action. Click **Yes** to delete the record, click **No** to cancel the operation.



Programmer Form

From the Main Menu, click **Programmer** (**6f**). The Programmers form displays (**12**). View, create, update, and delete programmers using the various controls.

Viewing Records

Scroll through existing records by clicking the forward or back buttons (**12a**).

Create Programmers

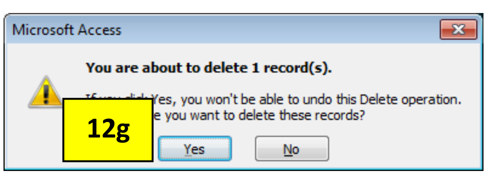
Click **New Programmer** (**12b**) to display an empty form for a new programmer. Complete all required fields, and then click **Save Record** (**12c**).

Update Existing Programmers

Locate the programmer you wish to update by using the forward or back buttons (**12a**) or use Search (**12f**). Update the programmer as needed, and then click **Save Record** (**12c**).

Delete Existing Programmers

Locate the programmer you wish to delete by using the forward or back buttons (**12a**) or use Search (**12f**). Click **Delete Record** (**12d**). A message box (**12g**) asks you to confirm your action. Click **Yes** to delete the record, click **No** to cancel the operation.



Division Form

From the Main Menu, click **Division** (**6g**). The division form displays (**13**). View, create, update, and delete divisions using the various controls.

Viewing Records

Scroll through existing records by clicking the forward or back buttons (**13a**).

Create Division

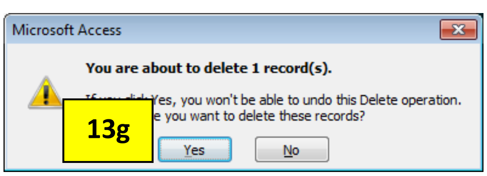
Click **New Division** (**13b**) to display an empty form for a new division. Complete all required fields, and then click **Save Record** (**13c**).

Update Existing Division

Locate the division you wish to update by using the forward or back buttons (**13a**) or use Search (**13f**). Update the division as needed, and then click **Save Record** (**13c**).

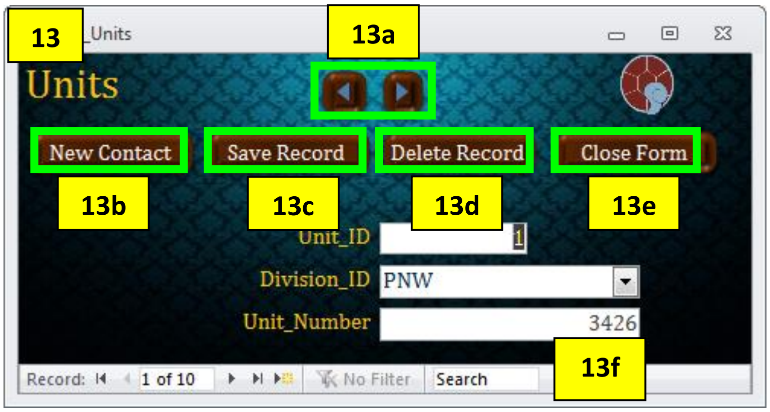
Delete Existing Division

Locate the division you wish to delete by using the forward or back buttons (**13a**) or use Search (**13f**). Click **Delete Record** (**13d**). A message box (**13g**) asks you to confirm your action. Click **Yes** to delete the record, click **No** to cancel the operation.



Unit Form

From the Main Menu, click **Unit** (**6g**). The unit form displays (**14**). View, create, update, and delete units using the various controls.



Viewing Records

Scroll through existing records by clicking the forward or back buttons (**14a**).

Create Unit

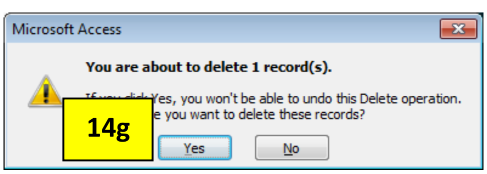
Click **New Unit** (**14b**) to display an empty form for a new unit. Complete all required fields, and then click **Save Record** (**14c**).

Update Existing Unit

Locate the unit you wish to update by using the forward or back buttons (**14a**) or use Search (**14f**). Update the unit as needed, and then click **Save Record** (**14c**).

Delete Existing Unit

Locate the unit you wish to delete by using the forward or back buttons (**14a**) or use Search (**14f**). Click **Delete Record** (**14d**). A message box (**14g**) asks you to confirm your action. Click **Yes** to delete the record, click **No** to cancel the operation.



Exit Application

Click **Exit Application** to quit the BoX PCMS 2.4 automated Contract Payables System.

Reports

Month-end reports are generated for the Bank Management and Accounting department. These reports may be viewed within the application and printed at the user's discretion. Automated emails, sent to the appropriate recipients, advise them the reports are available. (Note: This feature is not yet available in BoX PCMS 2.4.)

Invoices Report

The application generates the equivalent of the Excel-based *Invoices* report for the Accounting department.

Invoices

ID Number	Programmer	Vendor	Charge	Invoice #	Date Paid	Begin Date	End Date	Rate	Total Hours	Total Invoice	Accrued	Memo
Wilki0508	Wilkins, Peter	Donny Wicks Associates	9408	1001	12/21/07	12/01/07	12/15/07	59.00	64.0	3,776.00		
									Total:	3,776.00		
									Total for December:	3,776.00		
Peckh0908	Peckham, Art	Donny Wicks Associates	9408	329	01/11/08	12/16/07	12/31/07	60.00	60.0	3,600.00	12/07	
Wilki0508	Wilkins, Peter	Donny Wicks Associates	9408	1002	01/11/08	12/16/07	12/31/07	59.00	66.0	3,894.00	12/07	
Brown0391	Brown, Lou	EDS Temps Inc	3072	509	01/11/08	12/17/07	12/31/07	25.00	70.0	1,750.00	12/07	Dec Exp
									Total:	9,244.00		13,020.00
Wilki0508	Wilkins, Peter	Donny Wicks Associates	9408	1003	01/25/08	01/02/08	01/15/08	59.00	85.0	5,015.00		
Brown0391	Brown, Lou	EDS Temps Inc	3072	510	01/25/08	01/02/08	01/15/08	25.00	68.0	1,700.00		
									Total:	6,715.00		
									Total for January:	15,959.00		
Lehre1208	Lehrer, Philip	Beltam Systems Inc	3117	101	02/08/08	01/02/08	01/31/08	52.00	165.0	8,580.00	01/08	
Peckh0908	Peckham, Art	Donny Wicks Associates	9408	330	02/08/08	01/02/08	01/31/08	60.00	177.0	10,620.00	01/08	
Wilki0508	Wilkins, Peter	Donny Wicks Associates	9408	1004	02/08/08	01/16/08	01/31/08	59.00	82.0	4,838.00	01/08	
Brown0391	Brown, Lou	EDS Temps Inc	3072	511	02/08/08	01/16/08	01/31/08	25.00	70.0	1,750.00	01/08	
forti0608	Fortier, Brian	EDS Temps Inc	3072	3723	02/08/08	01/02/08	01/31/08	25.00	176.5	4,412.50	01/08	Jan Exp
									Total:	30,200.50		36,915.50
Brown0391 *(start)*	Brown, Lou	EDS Temps Inc	3072	512	02/22/08	02/01/08	02/15/08	25.00	68.0	1,700.00		
									Total:	1,700.00		
									Total for February:	31,900.50		
									Grand Total:	51,635.50		

Data Entry Sheet

System generated containing information required by Accounts Payable to process an invoice for payment.

DATA ENTRY SHEET

Vendor Name:	Donny Wicks Associates
Vendor Number:	ZZ0002
Invoice Number:	329
Description:	A. Peckham 12/16/07 to 12/31/07
Invoice Date:	01/02/08
Due Date:	01/17/08
Invoice Total:	3,600.00
G/L Account:	507613
P.O. Number:	A. Peckham
Charge Unit:	9408

Processed by Dave Spencer 1/11/08

Accruals Report

The system generates the equivalent of the Excel-based *Accruals* report for the Accounting department.

Accruals

Programmer	Vendor	Charge	Invoice #	Total Invoice	Accrued	Reversed
Brown, Lou	EDS Temps Inc	3072	509	1,750.00	12/07	
		3072	**Total:**	**1,750.00**		**01/10/08**
Peckham, Art	Donny Wicks Associates	9408	329	3,600.00	12/07	
Wilkins, Peter	Donny Wicks Associates	9408	1002	3,894.00	12/07	
		9408	**Total:**	**7,494.00**		**01/10/08**
		December 2007		**9,244.00**		
Brown, Lou	EDS Temps Inc	3072	511	1,750.00	01/08	
Fortier, Brian	EDS Temps Inc	3072	3723	4,412.50	01/08	
		3072	**Total:**	**6,162.50**		**02/10/08**
Lehrer, Philip	Beltam Systems Inc	3117	101	8,580.00	01/08	
		3117	**Total:**	**8,580.00**		**02/10/08**
Peckham, Art	Donny Wicks Associates	9408	330	10,620.00	01/08	
Wilkins, Peter	Donny Wicks Associates	9408	1004	4,838.00	01/08	
		9408	**Total:**	**15,458.00**		**02/10/08**
		January 2008		**30,200.50**		
		February 2008				
			Grand Total:	**39,444.50**		

Contract Programmers Monthly Expense Recap Report

The system generates the equivalent of the Excel-based *Contract Programmers Monthly Expense Recap Report* for the Bank management.

Contract Programmers Monthly Expense Recap Report
By Division and Unit
January 2008

Programmer	Vendor	Division	Charge	Invoice #	Begin Date	End Date	Total Hours	Total Invoice	Accrued
	Division:	**AMB**					**Total for Division:**	**8,580.00**	
Lehrer, Philip	Beltam Systems Inc	AMB	3117	101	01/02/08	01/31/08	165.0	8,580.00	01/08
			3117				**Total for Charge Unit:**	**8,580.00**	
	Division:	**CCR**					**Total for Division:**	**20,473.00**	
Peckham, Art	Donny Wicks Associates	CCR	9408	330	01/02/08	01/31/08	177.0	10,620.00	01/08
Wilkins, Peter	Donny Wicks Associates	CCR	9408	1003	01/02/08	01/15/08	85.0	5,015.00	
Wilkins, Peter	Donny Wicks Associates	CCR	9408	1004	01/16/08	01/31/08	82.0	4,838.00	01/08
			9408				**Total for Charge Unit:**	**20,473.00**	
	Division:	**NAB**					**Total for Division:**	**7,862.50**	
Brown, Lou	EDS Temps Inc	NAB	3072	510	01/02/08	01/15/08	68.0	1,700.00	
Brown, Lou	EDS Temps Inc	NAB	3072	511	01/16/08	01/31/08	70.0	1,750.00	01/08
Fortier, Brian	EDS Temps Inc	NAB	3072	3723	01/02/08	01/31/08	176.5	4,412.50	01/08
			3072				**Total for Charge Unit:**	**7,862.50**	
							Grand Total for January:	**36,915.50**	

Contract Programmers Monthly Expense Recap Report
By Division and Unit
February 2008

Contract Programmer Fee Maximum vs. Actuals Report

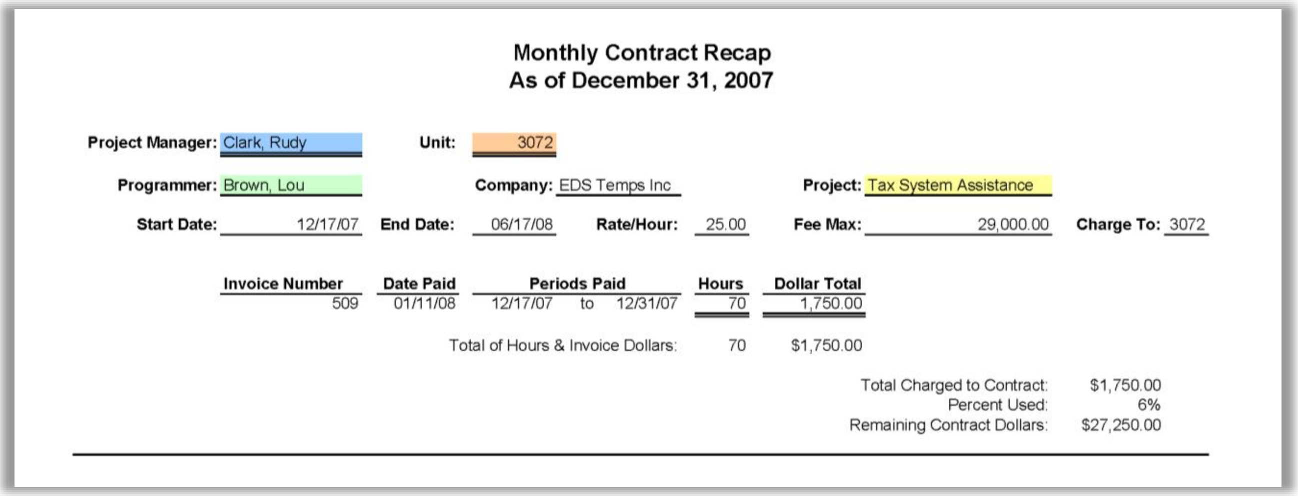
The system generates the equivalent of the Excel-based *Contract Programmer Fee Maximum vs. Actuals Report* for the Bank management.

Contract Programmer Report
Fee Maximum vs. Acutals
December 2007

Programmer	Begin Date	End Date	$/Hour	Contact Person	Phone	Appendix A Fee Max	Total Charged to Appendix A	Percent Used	Date Unit Last Charged	Under/Over Appendix A Max
DIVISION:	**NAB**									
Unit Number:	3072									
Brown, Lou	12/17/07	06/17/08	25.00	Clark, Rudy	622-2375	29,000.00	1,750.00	6%	01/11/08	27,250.00
DIVISION:	**CCR**									
Unit Number:	9408									
Wilkins, Peter	12/01/07	05/30/08	59.00	Scott, Randy	622-6047	48,000.00	7,670.00	16%	01/11/08	40,330.00
Peckham, Art	12/16/07	09/30/08	60.00	Scott, Randy	622-6047	88,600.00	3,600.00	4%	01/11/08	85,000.00

Monthly Contract Recap Report

The system generates the equivalent of the Excel-based *Monthly Contract Recap* report for the Bank management.



Monthly Contract Recap
As of December 31, 2007

Project Manager: Clark, Rudy **Unit:** 3072

Programmer: Brown, Lou **Company:** EDS Temps Inc **Project:** Tax System Assistance

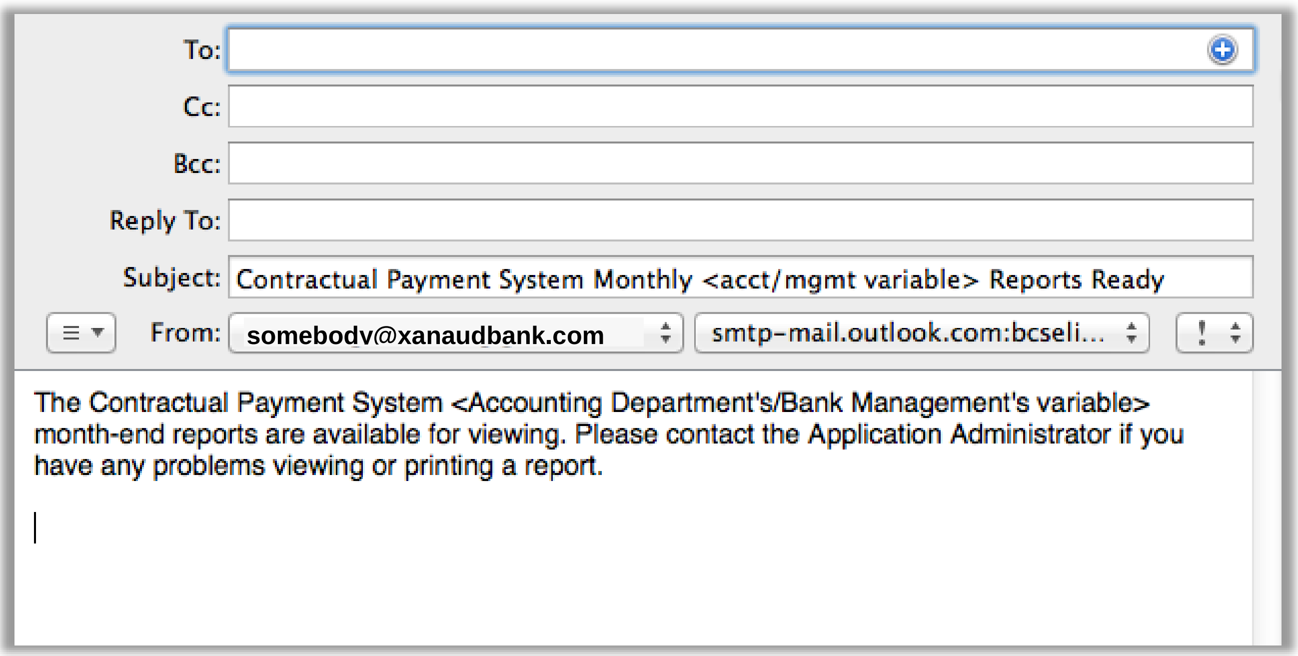
Start Date: 12/17/07 **End Date:** 06/17/08 **Rate/Hour:** 25.00 **Fee Max:** 29,000.00 **Charge To:** 3072

Invoice Number	Date Paid	Periods Paid	Hours	Dollar Total
509	01/11/08	12/17/07 to 12/31/07	70	1,750.00
		Total of Hours & Invoice Dollars:	70	$1,750.00

Total Charged to Contract:	$1,750.00
Percent Used:	6%
Remaining Contract Dollars:	$27,250.00

Emails to Bank Mgmt. & Accounting Dept. About Month-End Reports

The system generates email messages to the Accounting Department and Bank Management when new reports are available at month-end. (Note: This feature is not yet available in BoX PCMS 2.4.)

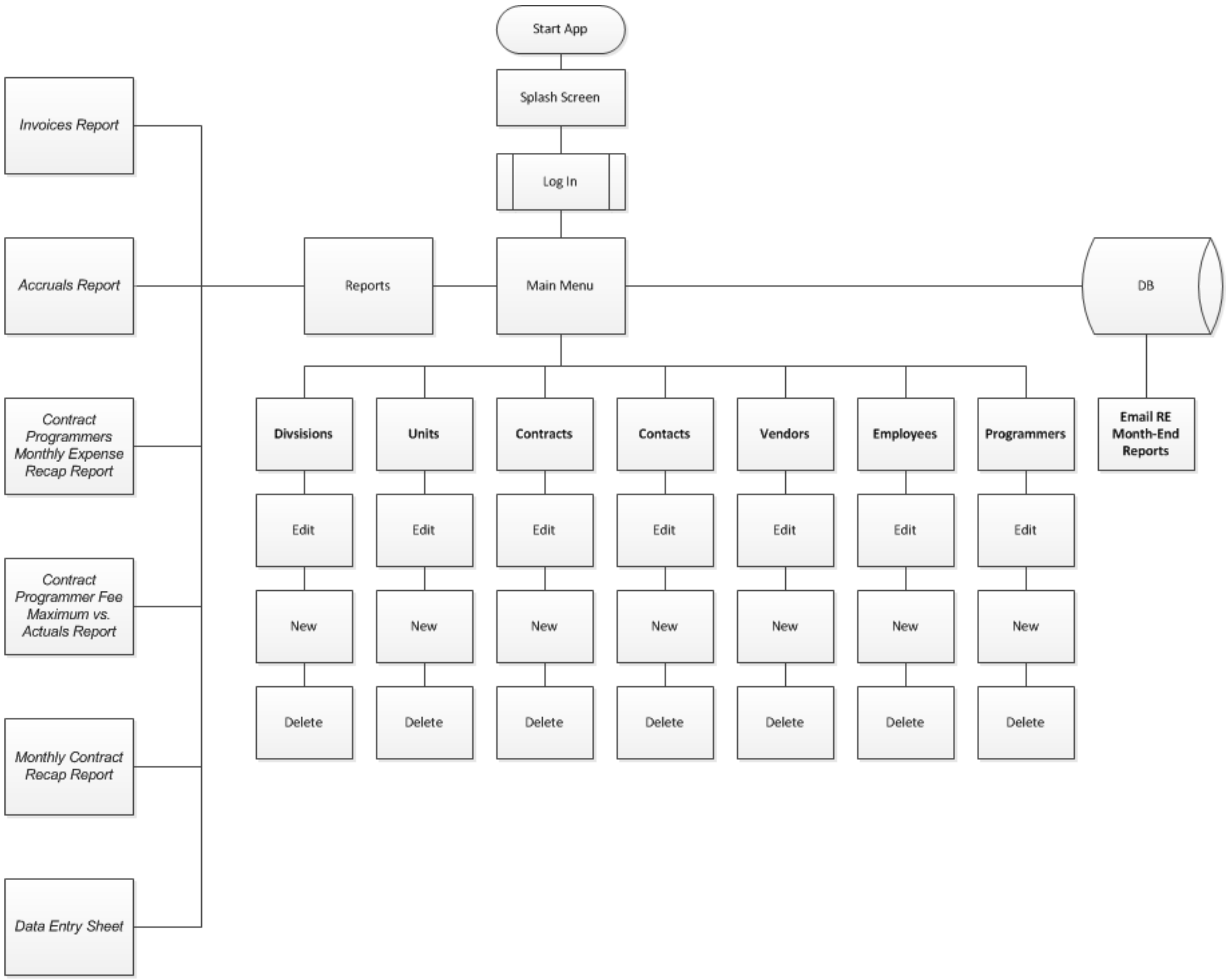


Where to Go For More Help

The new BoX PCMS 2.4 automated Contract Payables System should be very reliable and add a new level of efficiency for the Bank of Xanadu. However, in the case of any system issues or problems that are in need of immediate solutions or repairs, please contact Mr. Keith Neece at kneece@sgs.com. Mr. Neece is the primary developer of the new system and will respond with expediency in any needs to provide solutions with a high level of efficiency and respect regardless of the type of problem. If for any reason that Mr. Neece is not readily available, please contact Mr. Nathan Crespo at ncrespo@sqs.com, he too will be able to help with any issues. Also, see Appendix 2 – Technical Support Contact Information

Appendix 1 – Navigation Storyboard

The following diagram demonstrates a high-level view of the BoX PCMS 2.4 automated Contract Payables System.



Appendix 2 – Technical Support Contact Information

Please use the following contact information for Squirtle Squad Technical Support Squirtle Squad:

Technical Support Phone/Skype: (425) 555-2121
Email/Text: techsupport@sqs.com

Squirtle Squad Development Team
Keith Neece: kneece@sqs.com
Nathan Crespo: ncrespo@sqs.com